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Delete a shift

Note: You cannot delete shifts that are locked or that are on locked or signed off days.

Note: For employees who are signed off and have a non-midnight day divide, you can delete shifts on the partially signed-off day if the shift start time occurs in the open period following the signed-off period.

Delete a shift from the glance:


1. Right-click any shift in the schedule. The Shift glance appears.
2. Click **Delete** .
3. Save your changes.

Note: If you have many shifts to delete, save time by using the **Quick Action**  Delete instead.

Retrieve a shift or paycode deleted by mistake

Scheduler does not have an "un-do" command, but there are ways to retrieve an item deleted by mistake:

- Do not save the schedule, but click **Refresh**  instead. The software re-loads the last saved version

Warning: **Refresh**  removes all changes since the last save.

- If you did save changes and the deleted item was part of a schedule pattern, you can [Restore shifts or paycodes](#) the item from the pattern.
- If you did save changes and the deleted item was inherited from a schedule group or employment terms group, you can [Reinherit shifts or paycodes](#) the item.